

**SUPERIOR COURT OF
CALIFORNIA**



COUNTY OF ALAMEDA

JOB ANNOUNCEMENT

EOE/ADA *

*If you need assistance with the application process because of a disability, please call (510) 271-5153 or TDD 465-3929.

**24 HOUR JOB
HOT LINE #**

(510) 208-3906

www.acgov.org/courts

**GRANTS COORDINATOR
(MANAGEMENT ANALYST)**

SALARY RANGE: **\$2,330.95 - \$3,036.15 Bi-weekly Plus Management Benefits Package**

FILING DEADLINE: **Tuesday, May 31, 2005**

FILING REQUIREMENTS: Send completed application form to:
Superior Court of California, County of Alameda
Human Resources & Labor Relations Bureau
1225 Fallon Street, Room 105
Oakland, CA 94612

The Superior Court of California, County of Alameda is accepting applications for the position of Grants Coordinator (Management Analyst). Under the general direction of the Bureau Chief in Planning, Research, Public Information and Court Services, the Grants Coordinator plans, organizes, develops, submits and facilitates funding applications to enhance and to support court operations; researches funding opportunities; develops grant proposals; prepares and submits grant applications; develops grant program evaluation tools; coordinates grants awarded to the court and performs other related duties as assigned.

TYPICAL DUTIES (May include, but are not limited to the following:)

1. Works with management, staff and judicial officers relative to grant policy and program direction.
2. Coordinates funding opportunities and development of grant applications and grant budgets.
3. Researches and maintains current information regarding funding sources.
4. Coordinates the grant development, writing and submission process.
5. Coordinates courtwide grant activities, as well as with other governmental and private agencies.
6. Develops and implements necessary requests for proposals, agreements and memoranda of understanding required by the grants program.
7. Works with committees, managers and judicial officers to ensure grant requirements are fulfilled.
8. Works with the Finance Bureau and project managers to ensure fiscal, accounting and grant program records are maintained in accordance with grant and accounting requirements.
9. Prepares reports, correspondence and statistical documents.

Grants Coordinator (Management Analyst)

May 13, 2005

TYPICAL DUTIES - Continued

10. Performs other related duties as assigned.

MINIMUM QUALIFICATIONS

Experience:

The equivalent to two years of full-time experience providing program or administrative support to management that included data analysis and technical report writing.

And

Education:

Possession of a Bachelor's degree from an accredited college or university in business or a related field.

KNOWLEDGE AND ABILITIES:

Knowledge of principles and practices of business and public administration as pertinent to area of assignment; principles, practices and political implication of decisions regarding budgeting, fiscal management, personnel and contract management; principles and methods of work planning, staffing analysis and project management; data collection and analysis techniques; the organization, functions, services, political and administrative process and service delivery systems of the Court; local government personnel, budget, accounting and contracting practices; the capabilities and standard application of office automation to staff and administrative functions; technology tools, including personal computers, on-line research tools and software applications; and effective oral and written communication techniques.

Ability to independently conduct analytical studies; organize and prioritize work assignments and activities; exercise discretion and independent judgment in the performance of assignments; develop, explain and apply policies, processes and procedures; evaluate unusual situations and resolve through the application of policies and procedures; perform arithmetical and simple statistical calculations; review, evaluate and modify work methods; establish and maintain effective working relationships with clients, customers and representatives of other agencies or departments; negotiate; collect and analyze data to draw logical conclusions and make recommendations; analyze revenue/expenditure reports; use computer software applications; and project consequences of decisions.

GENERAL INFORMATION:

This is a full-time, FLSA exempt management position. Employment is contingent upon successful completion of fingerprint check, and the provision of appropriate identifying documents to certify eligibility to work in the United States. This position includes a six-month probationary period. Please be advised that finalist must be fingerprinted for criminal record check purposes and that continued employment is contingent upon information received in the report. Benefits include medical and dental insurance for employee and dependents, retirement plan, accrual of 13 sick leave and 10 vacation leave days per year, 13 holidays, life insurance, Employee Assistance Program, deferred compensation plan, and management benefits (cafeteria plan, educational reimbursement plan, management leave days and supplemental insurance options).

Distribution: All SCT; OpportunityNocs; Craigslist; Young NonProfit professionals List; E. B. R. Center for Nonprofit Support; HR State & BA Trial Courts; Local Newsp; Div Rcrmt Dir; Commty Colleges; City & Co Psn; Foundation Ctr; ACMEA Business Representative/Employees

(g:/personnel/recmt/announcements/PRB/Management Analyst - Grants Coordinator) Opened exam on 5/13/05 with deadline of 5/31/05.